

# GRADUATE STUDENT APPEAL OF ACADEMIC DISQUALIFICATION

## INSTRUCTIONS:

According to NYU Tandon School of Engineering regulations, you have failed to achieve the minimum academic standards required for continuation of studies, and you have been academically disqualified.

If you wish to appeal your disqualification to the Office of Graduate Academics, please use this form. There are two parts to your appeal:

- 1) This form, complete with your signature and the signature of your program adviser;
- 2) A required essay in which you provide an explanation of the extraordinary circumstances that prevented you from achieving and maintaining the NYU Tandon minimum graduate GPA requirement of 3.0. In particular, please explain why two semesters of probation were not sufficient to raise your cumulative GPA to standards, and why you believe that you would be successful if given a third semester of probation. Please be sure to include your full name and University ID (N#) on your essay in the event that it gets separated from your appeal form.

Once your appeal is complete, you must submit this form and your attached essay to the **Office of Graduate Academics, LC 212 or LC 214**. Alternatively, you may scan your completed appeal and email to Ms. Racquel Cooper, Senior Director of Graduate Academics, at [racquel@nyu.edu](mailto:racquel@nyu.edu).

**Please note that submission of an appeal does not in any way constitute a guarantee of continuation of studies.** Appeals will be evaluated on a case-by-case basis, and factors that are considered include, but are not limited to, final cumulative GPA, term GPAs while on first and second probation, number of repeated courses, and personal circumstances that might have affected your studies.

Upon receipt of your appeal, the Office of Graduate Academics will send you an email confirmation of receipt. Once a decision has been rendered about your appeal, you will receive an official Notification of Outcome from the Office of Graduate Academics. You should receive the Notification of Outcome within 7 working days from the receipt of your appeal.

**Pending Notification of Outcome, please do not contact the Office of Graduate Academics or other University offices, including the Office of the Dean, regarding your academic disqualification and appeal.** The purpose of the appeal form is to allow you the opportunity to discuss, in detail, the reasons for your performance and your request for additional probation. Continuous contact about this matter with other University offices or with the Office of Graduate Academics will only delay the process of evaluation.

However, should you have any specific questions about the appeal form or the essay, you may contact Ms. Racquel Cooper, Senior Director of Graduate Academics, at [racquel@nyu.edu](mailto:racquel@nyu.edu).

**PLEASE NOTE THAT APPEAL DECISIONS MADE BY THE  
OFFICE OF GRADUATE ACADEMICS ARE BINDING AND FINAL**

# GRADUATE STUDENT APPEAL OF ACADEMIC DISQUALIFICATION



**NYU**

**TANDON SCHOOL OF ENGINEERING**

*Graduate Academics*

## INSTRUCTIONS:

This form must be completed by the student, signed by the departmental adviser, and returned to the office of Graduate Academics located in **LC 212** in the Dibner Library Building.

## STUDENT INFORMATION:

|                          |                  |               |
|--------------------------|------------------|---------------|
| _____                    | _____            | _____         |
| First Name               | Last Name        | University N# |
| _____                    | _____            | _____         |
| Academic Major           | Telephone Number | Net ID        |
| _____                    | _____            | _____         |
| Academic Home Department | Email Address    |               |

## STUDENT NOTICE OF RESPONSIBILITY:

**First Semester of Probation**

\_\_\_\_\_

Semester & Year

**Second Semester of Probation:**

\_\_\_\_\_

Semester & Year

**Final CGPA:** \_\_\_\_\_

By submitting this form and the attached essay to the Office of Graduate Academics, I am requesting a review of my academic disqualification and an additional semester of probation. I understand that submission of this appeal does not guarantee that I will be approved for further studies. I also understand that if given an opportunity to continue my studies, certain academic requirements might be mandated, such as the repetition of a particular course or restrictions regarding the types of courses that may be taken during a third probationary semester.

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date

## ACADEMIC ADVISER NOTICE OF RESPONSIBILITY:

By signing this appeal form, I attest to the fact that I am the student's academic adviser, and that I have reviewed this student's academic progress and understand that per standard policy, he or she has already received two semesters of probation. I further attest to the fact that I believe there are mitigating circumstances that justify an exception to NYU Tandon School of Engineering policy regarding academic progress, and request consideration of a third semester of probation for this student.

\_\_\_\_\_

Adviser's Signature

\_\_\_\_\_

Adviser's Name

\_\_\_\_\_

Date

**STUDENTS: DO NOT WRITE BELOW THIS LINE**

## ADMINISTRATIVE ACTION:

**YA1 Term GPA:** \_\_\_\_\_

**YA2 Term GPA:** \_\_\_\_\_